

## **Directions for completing the Team Nutrition Mini-grant application for Student Organizations**

1. To be eligible to apply for a mini-grant a student organization must be in a school that is currently on the National School Lunch Program.
2. The School needs to complete a Team Nutrition Enrollment form. This can be submitted with the mini-grant application. This enables the school to have access to additional resources without charge.
3. List the mini-grant contact person in the top section of the first page of the application. Team Nutrition encourages involvement of key staff, however additional staff and community involvement is optional. If a student member will be completing the application, it would be necessary to have faculty and administrative approval to show that the plan is acceptable to them as a part of the student organization activity.
4. Which of the 4 Team Nutrition messages will be conveyed through the activity.
  - ☐ Eat a variety of foods. Example: Discuss/display foods and what food groups they are in.
  - ☐ Eat more fruits, vegetables, and whole grains. Example: Have students taste a variety of fresh fruits and vegetables that are new or prepared in new ways.
  - ☐ Eat lower fat foods more often. Example: Show examples of high fat snack choices and offer a low fat snack to try.
  - ☐ Be physically active. Example: Coordinate a wellness walk for students or an ongoing mileage club for students to participate in during recess or outside school hours.
5. Which of the 6 channels of communication will be used in the activity. These would then guide what activities are selected and what supplies would be funded by the mini-grant.
  - ☐ Classroom
  - ☐ Food Service
  - ☐ School
  - ☐ Home
  - ☐ Community
  - ☐ Media

6. Mini-grants will be funded if activities are appropriate and expenditures listed follow acceptable cost procedures (see attachment on acceptable costs). The maximum awarded to student organizations is up to \$500. The focus of the grant is nutrition education, however, some physical activity expenses can be funded. Examples of student-led activities could be:
  - a. Teaching a lesson in elementary classrooms related to nutrition, growing food, principles of healthy eating and physical activity;
  - b. Conducting a health fair for the elementary building;
  - c. Assisting with a wellness day or week for secondary students by having a booth or specific activity;
  - d. Providing health messages through displays, posters, morning announcements, or school newspaper articles.
7. Notification of acceptance of the plan or activity will be made by October 2005 unless prior approval for an activity is needed.

Mini-grant applications should be sent to:

Janet Wendland, Consultant  
Bureau of Nutrition Programs and School Transportation  
Grimes State Office Building  
Des Moines, IA 50319-0146

8. Mini-grant awards are made to the school for use by the student organization. Sample expense documentation will be sent at the time of notification. Reimbursement is made to the school after documentation of expenses and payment is received. In order to be eligible for reimbursement all funds must be spent and documentation sent to the address above by May 1, 2006.
9. Upon completion of the activities a written summary will need to be submitted outlining what was done, accomplishments, number involved in activity, and any press releases or news articles done about the activity.

Any questions can be directed to Janet Wendland at [janet.wendland@iowa.gov](mailto:janet.wendland@iowa.gov) or 515-281-5676.